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28 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 28 September 1973:

a. ADP Resource Allocations. It is apparent from a preliminary review of the ADP Resource Allocation Report for July that a fairly significant adjustment will be required in current year allocation ceilings to provide for the impact of the revised payroll system. Last year's experience factor, which included costs for only two months of higher level costs of live operations of the new system, will not cover a full year's cost of operations. We will discuss this problem with [] in the near future.

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b. CIARDS Legislation. Reviewed the Agency legislative proposal for CIARDS which is being prepared for submission to OMB and the Congress, and identified the need for one change. The purpose of the change suggested is to make a required differentiation between future Government payments to CIARDS which should be considered in the definition of unfunded liability, and those which should not.

c. Revised Payroll System. Good progress is being made in the task of converting contract employees to the new payroll system. Of approximately 700 cases scheduled for the new system, 550 have been converted. This includes 475 employees for whom the conversion has just been made for the pay period which commenced 16 September 1973. Approximately 350 hours of overtime were required for Compensation and Tax Division personnel to process over 4,000 input forms to establish these contract employees in the automated payroll master file. Approximately 90% of the Agency's employees are now paid by the automated system.

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